

# 2015–2016 Junior High Assessment Weeks: School Assessment Coordinator Checklist

**Before the assessment** (RW8: Reading and Writing in Grade 8; M8: Mathematics/Mathématiques in Grade 8)

RW8	M8	Task
<input type="checkbox"/>	<input type="checkbox"/>	<b>Immediately</b> <ul style="list-style-type: none"> <li>Check the package of assessment materials to ensure that the packing slip accurately reflects what is in the package. (Keep the packing slip to check when preparing return materials to the department.)</li> <li>Ensure that there are enough Information Guides, Administration Guides, <i>Information for Parents and Guardians</i> pamphlets, student assessment booklets, and Mathematics/Mathématiques Formula Sheets.</li> <li>Verify that any alternate format assessments ordered through the TIENET Request for Alternate Formats form have been received. (Alternate format assessment booklets may be sent to schools in a separate shipment.)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Sort the assessment materials by class prior to the morning of the assessment. <ul style="list-style-type: none"> <li>Update the department's 2015–2016 List of Grade 8 Students. There will be a separate List of Grade 8 Students in the French immersion program. Note any students who are not enrolled in that grade level, and add any new students (include full legal name, provincial ID#, sex, and date of birth). The updated student list is to be returned to the department with the other assessment materials.</li> <li>Confirm that there is a student assessment booklet for every grade 8 student.</li> <li>Non-personalized assessment booklets are to be used for any student for whom there is no personalized booklet. Never use the personalized booklet of a student who is not participating in the assessment or is not enrolled in your school for another student.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Keep the assessment booklets secure: <u>do not</u> distribute them to teachers until the morning of <i>your school's scheduled Day 1 administration date</i> .
<input type="checkbox"/>	N/A	Distribute materials to grade 8 English language arts teachers: <b>Immediately</b> <ul style="list-style-type: none"> <li>Nova Scotia Assessments: Information Guide</li> <li>Junior High Assessment Weeks: Teacher Checklist</li> <li><i>Information for Parents and Guardians</i> pamphlets</li> <li>Nova Scotia Assessment: Reading, Writing, and Mathematics/Mathématiques in Grade 8 Administration Guide</li> </ul> <b>Morning of your school's scheduled Day 1 administration date</b> <ul style="list-style-type: none"> <li>Nova Scotia Assessment: Reading, Writing, and Mathematics in Grade 8 or Nova Scotia Assessment: Reading, Writing, and Mathématiques in Grade 8 student assessment booklets</li> </ul>
N/A	<input type="checkbox"/>	Distribute materials to grade 8 Mathematics/Mathématiques teachers: <b>Immediately</b> <ul style="list-style-type: none"> <li>Nova Scotia Assessments: Information Guide</li> <li>Junior High Assessment Weeks: Teacher Checklist</li> <li>Nova Scotia Assessment: Reading, Writing, and Mathematics/Mathématiques in Grade 8 Administration Guide</li> </ul> <b>Morning of your school's scheduled Day 3 administration date</b> <ul style="list-style-type: none"> <li>Mathematics/Mathématiques formula sheets</li> <li>Nova Scotia Assessment: Reading, Writing, and Mathematics in Grade 8 or Nova Scotia Assessment: Reading, Writing, and Mathématiques in Grade 8 student assessment booklets</li> </ul>

**After the assessment** (RW8: Reading and Writing in Grade 8; M8: Mathematics/Mathématiques in Grade 8)

RW8	M8	Task
<input type="checkbox"/>	<input type="checkbox"/>	<p>After the administration of the assessment, fill in the applicable circle(s) on the back cover of the student booklet for each student who required the use of an adaptation (as documented in TIENET) during the assessment or for each student who did not participate in the assessment.</p> <ul style="list-style-type: none"> <li>• Section 1A: Students who did not participate in some or all of RW8 and/or M8</li> <li>• Section 1B: Students with an IPP in English language arts and/or Mathematics</li> <li>• Section 2: Students who used adaptations as documented in TIENET during the assessment</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	If applicable, retain all materials at the school until Friday, June 3, 2016, to provide new students, or students who were absent on one or more of the assessment dates, with the opportunity to complete the unfinished part(s) of the assessment.
<input type="checkbox"/>	<input type="checkbox"/>	On or before Friday, June 3, 2016, double-check the contents of your return package by consulting the Packing Slip that you received to ensure that you are returning the same number of assessment booklets as received. Be sure to include any additional materials received after the initial mail out, including any alternate formats of the assessment.
<input type="checkbox"/>	<input type="checkbox"/>	Complete the Quality Control Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	<p>Return the assessment materials listed below to the Department of Education and Early Childhood Development on or before June 3, 2016 using the Canada Post return Bill(s) of Lading.</p> <ol style="list-style-type: none"> <li>1. Drop off the return assessment package at your local Canada Post office, or</li> <li>2. Phone the Canada Post toll-free number 1-888-550-6333 to arrange for pick up by Canada Post.</li> </ol>

**Assessment Materials to return to the Department of Education and Early Childhood Development on or before Friday, June 3, 2016** (RW8: Reading and Writing in Grade 8; M8: Mathematics/Mathématiques in Grade 8)

RW8	M8	Task
<input type="checkbox"/>	<input type="checkbox"/>	<p>Return grade 8 materials:</p> <ul style="list-style-type: none"> <li>• All 2015–2016 Nova Scotia Assessment: Reading, Writing, and Mathematics/Mathématiques student assessment booklets, including <ul style="list-style-type: none"> <li>– completed booklets</li> <li>– unused personalized booklets; complete the back cover for students who did not participate in the assessment (i.e., student with an IPP, student who is no longer enrolled in your school, etc.)</li> <li>– unused, non-personalized booklets</li> <li>– alternate format student booklets</li> </ul> </li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	Return updated department's 2015–2016 List of Grade 8 Students
<input type="checkbox"/>	<input type="checkbox"/>	Return completed Quality Control Declaration

Thank you for taking the time to oversee the administration of these assessments and for returning all requested materials to the Department of Education and Early Childhood Development.

**Contact information**

Student Assessment and Evaluation: [PLANS@novascotia.ca](mailto:PLANS@novascotia.ca) or 902-424-7746